

Minutes of Ad-Hoc Community Center Committee  
June 3, 2014, 7 pm  
Suffield Town Hall, Lower Conference Room

Present:

Leeayn Burke, Beth Chafetz, John Cloonan, Krystal Holmes, Wendy LaMontagne, Patrick McMahon, Joe Sangiovanni, Gloria Smith, Michael Stevens, Joanne Sullivan. Plus other members of the public. Michael Stevens called the meeting to order at 7 pm.

Opened meeting with agreement that the goal of this Ad-Hoc group is to repurpose Bridge Street School into a Community Center. Meeting continued with updates for actions for Milestone #1 and June Board of Finance meeting.

Wendy provided updates as follows:

1. Wendy was only able to find one consultant, John Metzger of Global Process Systems Group, Inc to provide a bid for \$25,000 to do a town needs assessment. In order to comply with Bid and Purchase Policy we either need to ask for a waiver from the Board of Selectman or look to get two additional proposals.
2. Wendy requested a reduced proposal and received a revised quote for \$10,000 by limiting the scope and having the P&R department do some of the work for the study, and it would still be completed in the 3 month time frame. The group discussed this revised scope and agreed that though the reduction was good it would be best to maintain a neutral bias for this assessment. Additional questions the group had regarding the consultant:
  - a. Obtain fee to attend town hearings or meetings
  - b. Get a revised price to include the consultant doing all staff interviews and obtaining future financial projections.
3. Wendy discussed the desired staffing model which would be to have the facility overseen by current staff during normal business hours for 8 am to 4 pm and to hire 2 monitors for evening hours from 4 pm to 9 pm and Saturdays from 9 am to 1 pm. Discussed that for party rentals the cost of a monitor to be on-site would be paid for by the renter.
4. Reviewed core services to be offered, they are the same as was identified in past business plan. Offer more preschool age programs during the day and additional athletic services and adult programs. Provide a party rental space, which the town doesn't currently have.

John Cloonan provided updates as follows:

1. Received proposal from TRC for soil testing, it was \$7,358 to do a soil sample for hazardous materials, \$2,732 for a report of findings and \$4,992 to conduct a lead test of windows on the outside. Because TRC is on the State Low Bid list, no additional quotes are needed.

The group discussed that since it was likely the windows contained lead it wasn't necessary to utilize monies now and rather wait on that expense if the project is accepted.

2. John also received a quote from Silver Petrocelli, the same architect firm the town is currently using on the library renovation for architect services on this project. It would be \$2,500 to look at the current building and provide a cost estimate and design. It would be an additional \$2,500 to look at expanding the current building to include a full size gym and provide cost estimate.
3. John didn't look into architect costs to design a new building on the existing site but based Silver Petrocelli's retainer fees we expect it would be another \$2,500 to review that option.

Public Input was received. Dave Gauthier spoke in regards to having the group look to expand the uses of the building to include some town office rental space and space for the library. He believed that more diversified uses would make the project easier to support by many towns people.

In conclusion the group will continue to work on each of the identified tasks for milestone 1. Michael Stevens and Krystal Holmes will attend the BOF meeting on Monday, June 9<sup>th</sup> to request \$30,000 to contract with architect, TRC and recreation consultant.

The meeting was adjourned at 7:47 pm.

Next Meeting is Wednesday, June 25, 2014 at 7 pm, location to be confirmed

Minutes prepared by Krystal Holmes